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SUBJECT: Documentary Support [REDACTED] by OCR.

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General

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25X1A5a1 [REDACTED] is under contract with CIA to perform intelligence research on a project basis. The Special Assistant to the Director for Planning is the CIA officer responsible for the program of research to be carried out on behalf of the Government by [REDACTED]. It is the policy of the CIA to pass documents - both classified and unclassified - [REDACTED] in accordance with Agency regulations which are pertinent to the specific projects under contract.

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Security

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25X1A5a1 All matters relating to physical security [REDACTED] (including control of classified documents) and security of [REDACTED] personnel are, in accordance with Agency regulations, the responsibility of the Director of Security.

Document Support

25X1A5a1 [REDACTED] Requirements Officer is located in the Office of Central Reference, Document Division, to select which documents are required by [REDACTED] for re- 25X1A5a1 search work under contract. OCR is responsible for assisting the [REDACTED] Requirements Officer in locating documents and obtaining necessary releases and for approving individual transmittals according to Agency regulations. Specifically these responsibilities are:

1. Assist in locating documents.

- a. The Document Division will read current receipts of information reports against reading requirements established by the [REDACTED] Requirements Officer and approved by the Special Assistant to the Director for Planning or his designated representative. Copies of the reports containing information pertinent to these reading requirements will be passed to [REDACTED] Requirement Officer. 25X1A5a1
- b. The CIA Library and the specialized registers will furnish bibliographic references or copies of documents in accordance with requests made for such service by [REDACTED] Requirements Officer. 25X1A5a1
- c. The Liaison Division and other OCR elements will assist [REDACTED] Requirements Officer in contacting appropriate individuals to obtain documents required by him not available in OCR which might be pertinent to [REDACTED] interests. 25X1A5a1

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2. Assist in obtaining necessary releases.

In general any document classified below TOP SECRET which contains information pertinent to the specific projects under contract and is not specifically excluded by caveat (DCID 11/2) may be released to [REDACTED] except that approval must be obtained for each individual information report published by the DD/P area and for all CIA departmental and national intelligence publications when [REDACTED] 25X1A5a1 is not on the approved dissemination list. The Document Division will include [REDACTED] on the dissemination list as requested by [REDACTED] 25X1A5a1 Requirements Officer provided appropriate authorization are on file; e.g., NIE's not on limited distribution covered by Memorandum for the Record dated 27 November 1957. [REDACTED] Requirements Officer is responsible for obtaining the necessary authorization from the originators with assistance of the Document Division.

3. Approval of Transmittals

[REDACTED] Requirements Officer will prepare transmittal sheets listing each document being forwarded to [REDACTED] and indicate on the 25X1A5a1 file copy the releasing authority for each item. The Chief, Document Division or his designated representative will sign all transmittals of documents after assuring that the proper releasing approvals have been obtained. The file of these transmittals and supporting memoranda will be maintained in the Document Division.